

P880076-0682

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

1006
8947A

- ☐ O - OUTGOING
☐ H - INTERNAL
☐ I - INCOMING

Date Correspondence Received (YY/MM/DD) 88 105 125

UNCLASSIFIED

Name of Correspondent: Carl Levin

☐ MI Mail Report

User Codes: (A) _____ (B) _____ (C) _____

Subject: Requests that the fate of Ronald Wallenberg be discussed with General Secretary Gorbachev at the Summit

ROUTE TO:

Office/Agency	Staff Name	PA Exemptions	FOIA Exemptions	DEPARTMENT OF STATE	MR Cases Only:	IS/FC/DDR	Date
AG/GRAN				<input checked="" type="checkbox"/> RELEASE <input type="checkbox"/> EXCISE <input type="checkbox"/> DECLASSIFY <input type="checkbox"/> DECLASSIFY <input type="checkbox"/> DECLASSIFY			
99DOS				<input type="checkbox"/> DECLASSIFY <input type="checkbox"/> DECLASSIFY <input type="checkbox"/> DECLASSIFY			

ACTION

DISPOSITION

Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
ORIGINATOR	88105126	AK	880512
Referral Note:			
Referral Note:			
Referral Note:			
Referral Note:			
Referral Note:			
Referral Note:			

ACTION CODES:

- A - Appropriate Action
C - Comment/Recommendation
D - Draft Response
F - Furnish Fact Sheet to be used as Enclosure

- I - Info Copy Only/No Action Necessary
R - Direct Reply w/Copy
S - For Signature
X - Interim Reply

DISPOSITION CODES:

- A - Answered
B - Non-Special Referral
C - Completed
S - Suspended

FOR OUTGOING CORRESPONDENCE:

- Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments: Acknowledgements sent to all Signers

Keep this worksheet attached to the original incoming letter.
Send all routing updates to Central Reference (Room 75, OEOB).
Always return completed correspondence record to Central Files.
For questions about the correspondence tracking system to Central Reference, ext. 2590.

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